



**CITY OF CANTON  
ARCHITECTURAL REVIEW BOARD  
APPLICATION**

Case # \_\_\_\_\_

City of Canton Planning & Zoning, 218 Cleveland Ave SW, 6<sup>th</sup> Floor, Canton, OH 44702  
330-438-4726

**APPLICANT DATA**

Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**PROPERTY DATA**

Zoning district: (please circle one)      B-5      B-4      CS      I-1

Corner Lot:      Yes \_\_\_      No \_\_\_ (Corner lots are required to meet front setback on both streets)

Project Name: \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Owner(s): \_\_\_\_\_  
Owner(s) Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

**TYPE OF REVIEW**

\_\_\_ Site development      \_\_\_ New Construction      \_\_\_ Façade Renovation      \_\_\_ Sign/Awning  
\_\_\_ Other (Explanation): \_\_\_\_\_

**REQUEST STATUS**

\_\_\_ Final      \_\_\_ Design Renovation

The following items must be submitted with the application in order to be reviewed (the application will be reviewed and placed on the agenda for review by the ARB once the application is deemed complete):

- 6 copies or 1 electronic copy of relevant drawings including existing structures, proposed structures, all setbacks and lot dimensions, driveway access location, all easements, elevations, landscaping, lighting , parking, etc.

Applicant Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Architectural Review Board meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month at 4:00pm at 600 Market Ave. N., Canton, OH 44702**

## **Required Site Plan Data and Architectural/Construction Drawings**

The following items must be submitted with the application in order to be reviewed. ***Incomplete applications will delay the review process.*** It is highly recommended that the author of the proposal, attend the ARB meeting when the project is discussed to answer any questions the Board may have. Six (6) copies or one (1) electronic copy must be submitted with the application.

1. A written description of proposed development that includes:
  - The applicant's name, address and phone number.
  - A signed statement that the applicant is the owner of the property or officially acting on the owner's behalf.
  - The address and parcel number of the property.
  - The name and address of the property owner(s) of record, if the applicant is not the owner.
  - Name and address of the engineer, architect, and/or surveyor.
  - Project description, including the total number of structures, units, bedrooms, offices, square feet, total and useable floor area, parking spaces, employees by shift, and similar related project-specific information.
  - Project completion schedule/development phases.
  - Names and addresses of all contiguous and adjacent property owners.
  
2. Include full color elevations of the building façade and proposed building materials. Building design and style should be harmonious with the surrounding area. All principal and accessory buildings, structures, landscaping, and use areas to be created shall be submitted to the Architectural Review Board for review and recommendations. Be prepared to present actual building material samples (pavers, landscaping, roof material/flashing, siding/curtain wall, masonry/mortar, glazing/frame, soffit/fascia, etc.).
  
3. Site plan drawing(s) which illustrate the following information (plans should be stamped by registered surveyors, engineers, and/or architects) See Section 2.1-2.2 of the Design Guidelines Handbook:
  - Photograph(s) of the site
  - A vicinity map drawn at a scale of 1" = 2000' with north arrow indicated.
  - The percentage of open space and impervious surfaces for the site.
  - Land uses, zoning classification, and existing structures on the subject parcel and adjoining parcels.
  - Location of proposed and/or existing property lines, dimensions, legal descriptions, setback lines, and monument locations.
  - Location of existing and proposed buildings and intended uses thereof, as well as the dimensions, area (total and by floor), and height of each building.
  - Proposed location of accessory structures, buildings, and uses including, but not limited to, all flagpoles, light poles, bulkheads, docks, storage sheds, transformers, air conditioners, generators, and similar equipment, and the method of screening where applicable.
  - Location of existing public roads, rights-of-way and private easements of record, and abutting streets.
  - Location and dimensions of proposed streets, drives, curb cuts, and access easements.

- Location, design, and dimensions of existing and/or proposed curbing, barrier-free access, parking areas (including indication of all spaces, method of surfacing, striping and signs related to vehicular traffic control and circulation), fire lanes, and all lighting thereof. See Chapter 4 of the Design Guidelines Handbook.
- Location, size, and characteristics of all loading and unloading areas.
- Location and design of all sidewalks, walkways, bicycle paths, and areas for public use. See section 4.7 of the Design Guidelines Handbook.
- Proposed location, dimensions, and details of common open spaces and common facilities such as community buildings or site amenities, if applicable.
- Location, size, and specifications of all signs, awnings, and advertising features – drawn to scale with full color schematics. See Chapter 5 of the Design Guidelines Handbook.
- Exterior lighting locations with areas of illumination as well as the type of fixtures and shielding to be used. See section 2.19-2.21 of the Design Guidelines Handbook.
- Location and specifications for all fences, walls, and other screening features with cross-sections.
- Location and specifications for all proposed perimeter and internal landscaping, and other buffering features to be shown on plan using architectural symbols with a legend. For each new landscape material, the proposed size at the time of planting must be indicated. All vegetation to be retained on the site must also be indicated, as well as its typical size by general location, or range of sizes as appropriate. Include any calculations.
- Location, elevation views, size, and specifications for screening of all trash receptacles and other solid waste disposal facilities. See section 2.22-2.25 of the Design Guidelines Handbook.
- Identification of significant site amenities, unique natural features, or any significant views onto or from the site.
- North arrow, scale, and date of original submittal and last revision.

**Applicant Certification**

- \_\_\_\_\_ 1. Right of Revocation – It is understood and agreed by this applicant that any error, misstatement, misrepresentation of material fact, with or without intent, such as might and/or would cause a refusal of this application, or any material alteration in the accompanying plans made subsequent to the issuance of a zoning Certificate without approval of the Zoning Inspector or Zoning Board of Appeals, shall constitute sufficient grounds for the revocation of such certificate.
  
- \_\_\_\_\_ 2. The applicant agrees to allow the Zoning Inspector and ARB access to the property for on-site inspection(s).
  
- \_\_\_\_\_ 3. The Certificate of Appropriateness shall become void at the expiration of one (1) year after date of issuance, unless the structure or alteration thereof is started, or within two (2) years after the date of issuance, unless the structure or alteration is completed.
  
- \_\_\_\_\_ 4. All submissions for an ARB review have been authored by an architect or engineer registered by the State of Ohio in good standing. Submissions not requiring a building permit are exempt from this requirement. (Amended October 4, 2005.)
  
- \_\_\_\_\_ 5. No work has been done to date.
  
- \_\_\_\_\_ 6. The project is in the historic district.
  
- \_\_\_\_\_ 7. The project is a contributing building in the historic district.
  
- \_\_\_\_\_ 8. Applicant must have approval of building owner.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Fee (make check payable to The City of Canton)

\$25.00 per application